Tax Relief Examiner Tech 2

The Comptroller of the Treasury is currently hiring for a Full-Time, Executive Service Tax Relief Examiner Tech 2 position in Nashville that starts at $2,369 per month. This position is with the Division of Property Assessments (DPA) and exercises independent judgment to perform all office functions and procedures of the Tax Relief Program, including accounting, examining, and reviewing of tax relief applications, and assists the supervisor in coordinating activities within the office.

MINIMUM QUALIFICATIONS:

Education and Experience: Graduation from an accredited college or university with a bachelor's degree. Other combinations of education and experience, if evaluated as equivalent, may qualify an applicant for consideration.

MAJOR RESPONSIBILITIES:
1. Reviews and examines applications to ensure eligibility, accuracy, and completeness
2. Follows up and determines disposition of insufficient applications
3. Transmits applications to the data processing section
4. Reviews changes to the tax relief master file
5. Prepares applications after processing for archiving
6. Balances and prepares monthly accounting reports
7. Prepares correspondence to applicants and/or recipients
8. Analyzes payment data
9. Performs special projects requiring data collection and analysis
10. Recommends changes to improve productivity
11. Performs other functions as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

Candidates should possess adequate knowledge of public administration, have the ability to successfully communicate with public officials and other governmental employees, to make presentations, to exercise proper judgment in evaluation situations and making decisions, and to plan, organize and control work activities and records.

Please submit resume with college transcript(s) and contact information for three (3) references to HR.Comptroller@cot.tn.gov through end of business on December 17, 2014.